

# How To - Technology

## SchoolTools©

### Prerequisites:

1. All users and rights must be defined using **CONFIGURATION>Users**.
2. Technology super administrator and technology director must be set for each campus, including campus ID = 000 using **CONFIGURATION>Notifications and Settings**.
3. All buildings and rooms, including room supervisors, must be defined using **CONFIGURATION>Buildings and Structures**.

### User Rights for Technology:

- **isTechnologySuperAdmin** - Approves technology requests made by staff members. Users with this right can approve/deny technology requests using **ADMINISTRATION>Technology**. This is typically the superintendent or principal at smaller schools. It may be the chief technology officer (CTO) at larger schools.
- **isTechnologyAdmin** - Technology director or others needing to implement technology requests as well as edit comments, costs, and update status of technology requests using **TECHNOLOGY>Technology Log**.
- **isTechnologyMonitor** – Generate detailed technology reports using **REPORTS>Buildings and Structures** and choose report type **Technology**. This right is typically assigned to administrators, technology director and staff, business managers, and possibly school board personnel.

### How To Use Technology:

1. A staff member creates a technology request using **MY APPS>My Technology Requests**.
2. Users having the right **isTechnologySuperAdmin** and designated as the technology super administrator for the campus from which the request was made either approves or denies the request using **ADMINISTRATION>Technology**. Approved requests are forwarded to the technology director.
3. Users having the right **isTechnologyAdmin** and designated as the technology director for the campus from which the request was made processes the approved request using **TECHNOLOGY>Technology Log**. Costs, comments, and updates are posted there.
4. Users with the right **isTechnologyMonitor** can print detailed technology reports using **REPORTS>Buildings and Structures** and choose report type **Technology**.